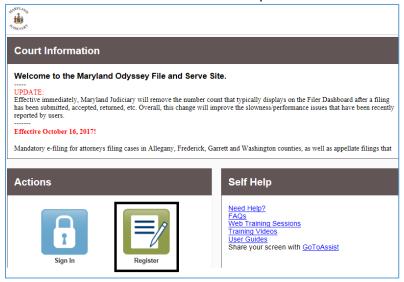


Don't have a lawyer?

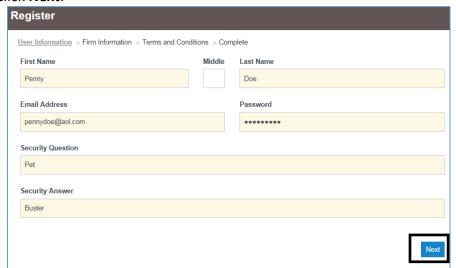
There are three ways to file your case documents: *In person, postal mail,* or *online electronic filing* (e-filing). If you e-file one time, you must e-file *all* future documents, *all* future cases, and receive *all* court notices by e-mail. You must also comply with the <u>Policies and Procedures</u>.

If you want to e-file, follow the steps below:

- 1. To access the **File & Serve** home page, open a web browser to access the Internet, and type in https://maryland.tylerhost.net/OfsWeb in the address bar and press **Enter**.
- 2. Click Register. The screen will look similar to the one pictured below.



3. A **Register** screen appears. Complete the required fields: **First Name**, **Last Name**, **Email Address**, **Password** (must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol), **Security Question** and **Security Answer**. Click **Next**.

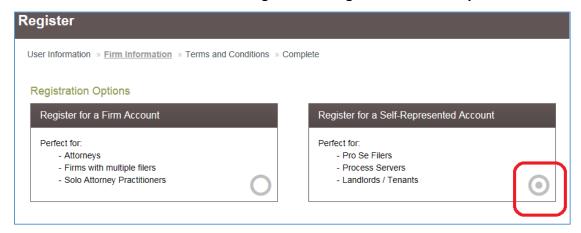




E-Filing Registration When You Don't Have a Lawyer



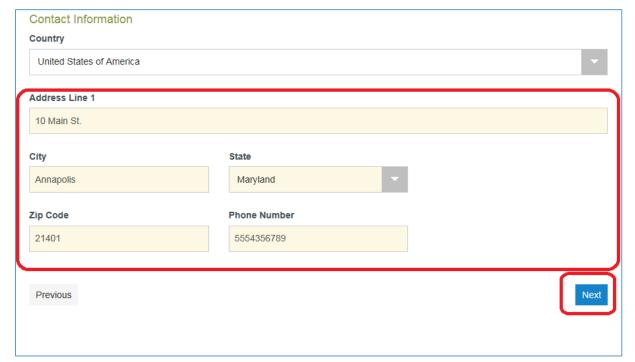
4. Click the round button on the bottom right under Register for a Self-Represented Account.



5. At the prompt, click Continue as Pro Se.



6. The screen will expand for you to enter additional **Contact Information.** Enter your **Address**, **City**, **State**, **Zip Code** and **Phone Number**, then click **Next**.

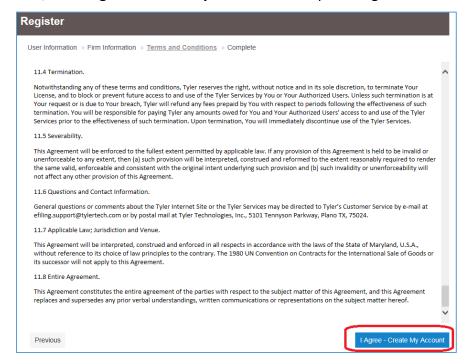




E-Filing Registration When You Don't Have a Lawyer



- 7. Read the **Registration Terms and Conditions** before continuing by scrolling down using the scroll bar on the right.
- 8. When finished, click I Agree Create My Account to accept and agree to the terms.



9. A confirmation page will open as you proceed, and you will receive an email verification titled File and Serve New User Activation. Open your email and open the File & Serve New User Activation message. Click on the Activate Account link and a Tyler Technologies notice will appear confirming that your account has been activated.



10. Return to the File and Serve home page https://maryland.tylerhost.net/OfsWeb and click Sign In. Enter your Email and Password, then click Sign In.

